

Activity Report January 1963  
Telephone Facilities Branch

A. Telephone Facilities Branch  
Service Performed:

(1) Requests for service on hand prior to 1 January 1963	14
(2) New Requests received - memorandums, verbal	785
(3) Orders issued written and verbal to the Telephone Company	778
(4) Requests on hand last day of month	21
(5) Telephone Information Files Activity - Organizational and personnel listing changes, including home address files	

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(7) Telephone Stations surveys conducted	39
(8) Station Equipment Activity	
Connected	280
Disconnected	211
Relocated	245
Changed	200

✓ (9) In order to meet the due dates established for completion of telephone installation work, the Telephone Company Plant Department was required to work a total of 495 hours on an overtime basis during this reporting period. This work was accomplished at no additional cost to the Agency

(10) At the request of this office meetings were held with the Chief, Personnel Operations Division, OP, relative to difficulties experienced by the telephone operators in completing incoming collect calls to the Personnel Recruitment offices on Saturdays when these offices are not staffed. These meetings resulted in a group of eight employees from Personnel Recruitment visiting the switchboard room and were briefed on the Agency switch-

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- (10) (Continued)  
board operation. Also, it was agreed that applicant recruitment letters would be held until midnight Saturdays before being dispatched to the field. This arrangement should direct the majority of applicant telephone inquiries to the Agency during the normal work week when the offices are staffed to receive them.
- (11) Meetings were held with officials of the Office of Personnel and Automatic Data Processing Division/Office of the Comptroller to discuss methods of furnishing the switchboard operation the required Agency personnel data for telephone information service. These meetings were necessitated by ADPD converting from the IBM key punch method to a computer operation.

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